

SELF REGISTRATION



Supervisors, OGE 450 Filers and SF 278 Filers can self-register in FDM using their Common Access Card (CAC). Another FDM user must administratively register all other FDM users. All roles within FDM except Filers and Filer Assistants can administratively add another user to FDM.

Self-Registration Approval

All self-registrants are pending until a Supervisor or Senior Legal Counsel approves them. A Supervisor's or Senior Legal Counsel's Assistant may also approve a self-registrant.

Pending Self-Registrants

Pending filers can create an SF 278 or OGE 450 financial disclosure report, change contact information, change assistants and supervisors but cannot eSign and submit reports.

Pending Supervisors cannot perform FDM supervisory functions until their registration is confirmed. They can only change their contact information.



1. In your web browser type, **<https://www.fdm.army.mil>** in the address line and click **Go**. The FDM Home page displays.
2. Click **Register** on the upper right side of the screen.
3. Review the required information and click **Continue**.
4. Click **Run** to accept the certificate software.

Selecting a Certificate

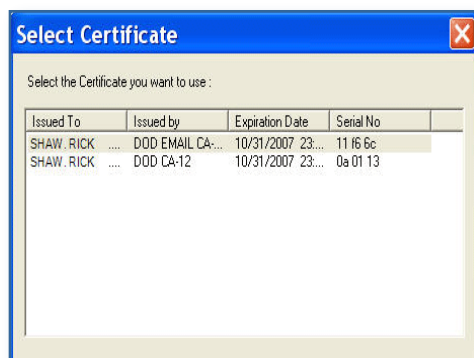
5. Select your certificate and then click **OK**.

You may have several certificates listed. Select any certificate listed that contains your name; however, be sure to check the expiration date to insure that the certificate has not expired. If your list contains the names of other people, this simply means that these people have logged on using your PC.

6. If you have not done so already, insert your CAC into your computer. A window displays asking you to enter your PIN.
7. Enter your **CAC PIN** and then click **OK**. The Self-Registration page displays.

Selecting your FDM Role

8. Select your FDM Role(s). The options are Supervisor, OGE 450 Filer and SF 278 Filer. Click **Continue**.



Financial Disclosure Management

Select a Supervisor

Instructions: In order for you to successfully file a Financial Disclosure using the online review capability of the system you need to identify who will review the report as the supervisor. Use the searching function below to identify the supervisor that will review your Financial Disclosure Report. When you find your supervisor, press the select button in the corresponding system row. If you are unable to find your supervisor using the search, press the "Continue without a selection" link and enter the requested information.

Last Name: * Starts With

First Name: Starts With

Middle Name: Starts With

e-mail: Starts With

Agency:

*Required Items Per Page: 20 Search

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Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	Organization	
Nicholson	B	X	GS13	b_nicholson@us.army.mil	000-000-0000	Civilian	<input type="button" value="Select"/>
Nicholson	Barry	Leonard		barry.l.nicholson@us.army.mil	784-3132		<input type="button" value="Select"/>
Nicholson	Barry			barry.nicholson@us.army.mil			<input type="button" value="Select"/>
Nicholson	Benjamin	Harrison	E6	benjamin.nicholson@us.army.mil		W3D4C2	<input type="button" value="Select"/>

Selecting a Supervisor

- Search for and select the appropriate Supervisor or click **Continue without Selection**.

Selecting a Senior Legal Counsel

- Select to use your Supervisor's Senior Legal Counsel or select your own Senior Legal Counsel. Click **Continue**.

Senior Legal Counsel same as Your Supervisor's

- If your Senior Legal Counsel is the same as your Supervisor, the Confirm Registration page displays.
- Review your Supervisor and Senior Legal Counsel selections. Select the appropriate Agency and then click **Finish**.

Select Your Own Senior Legal Counsel

- Search for and select the appropriate Senior Legal Counsel or click **Continue without Selection**. The Confirm Registration page displays.
- Review your Supervisor and Senior Legal Counsel selections. Select the appropriate Agency and then click **Finish**.

Financial Disclosure Management

Select Senior Legal Counsel

Instructions: In order for you to successfully file a Financial Disclosure using the online review capability of the system you need to identify who will review the report as the Senior Legal Counsel. Use the searching function below to identify the Senior Legal Counsel that will review your Financial Disclosure Report. When you find your Senior Legal Counsel, press the select button in the corresponding system row. If you are unable to find your Senior Legal Counsel using the search, press the "Continue without a selection" link and enter the requested information.

Last Name: * Starts With

First Name: Starts With

Middle Name: Starts With

e-mail: Starts With

Agency:

*Required Items Per Page: 20 Search

1 to 1 of 1 Items per page: 20 1

Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	Organization	
Pickney	E	X	GS13	e_pickney@us.army.mil	000-000-0000	Civilian	<input type="button" value="Select"/>